

SECRET

26 Jan 56

Instructions to Speakers

1. Date and Place. The course will be conducted the week of 13 Feb 56 at Ft. Meade, Room 2B112. Your lectures are scheduled for Monday morning, 13 Feb 56 from 0915 through 1210. The schedule of the course is attached, with your lecture hours indicated by red underlines.

2. Students. Thirty to 35 NSA-90 personnel, fully cleared, chiefly field grade officers with relatively little experience in NSA or in intelligence activities, and some civilians.

3. Subject. Your lectures will deal with three subjects: Intelligence per se, or as you stated recently "The Language of Intelligence", "The United States Intelligence Community", and "CIA". Suggestions as to points to be covered (in relation to other lectures in the course) are attached. We fully realize that you may wish to add to or modify this subject matter.

4. Speaker's Outline. It would be helpful to have brief topical outlines of your talks for distribution to the students.

5. Glossary. If you expect to use terms, abbreviations or agency (initial) designations that are likely to be unfamiliar to the students, please send us a list of such terms with their definitions so that they may be incorporated in a general glossary.

6. Collateral reading. A bibliography of material pertinent to your subject will be included in a general reading list if you will kindly submit it to us in advance.

25X1 7. Visual Aids. [] of NSA-81 is prepared to assist in making Vu-Graph transparencies or slides, but should have the rough drafts as early as possible. There will be a Vu-Graph, a slide projector, and a blackboard in the classroom.

8. Biography. We should like to have a brief biography of each speaker indicating his experience in the field of intelligence or related operations.

9. Tape recording. It has been requested that tape recordings be made of the speeches. Will you kindly have the enclosed authorization signed and returned to us.

10. Administration. To allow time for reproduction, the requested outlines, glossary, biography and bibliography should be in our hands by 6 Feb 56. Please send them to National Security Agency, Washington 25, D.C., Attn. TNG, Tempo "R" Building, Room 2003A, or we shall be glad to pick them up in your liaison office at Arlington Hall. If you have further questions, please call [] or [] on Code 131, Ext. 66971.

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CH-0178/56

Office Memorandum • UNITED STATES GOVERNMENT

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TO

FROM

DATE: 27 Jan 1956

SUBJECT:

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attached is follow-up on your talk
with [redacted] If I can help in any
way, let me know [redacted]

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Please note that the subject matter in
the attachment is somewhat sensitive, even though
the classification is only SECRET. I suggest you
keep it in your personal file until after the
series of lectures, and then return it to me.